

~~Administrative - Internal Use Only~~

18 September 1973

MEMORANDUM FOR: Mr. Wattles, A/DDM&S

SUBJECT : Comments on Seven Papers Dealing
With Information Handling and
Records Management Problem

THE ANALYSIS

1. I have reviewed all seven papers. To help me understand the various points of agreement, I performed a rather simple-minded concept analysis of the seven papers. The results of this analysis are displayed in the attachments and discussed below.

2. This analysis was performed by trying to determine the underlying concepts apparent in each paper. If the concepts of one paper appeared similar to those in another (the words used to represent these concepts may have, of course, been quite different) then a tally mark was made to show this agreement. The attached worksheet (Attachment 1) shows this agreement.

3. The concepts thus compiled, were then categorized as being either problem related (p), or solution related (s). The amount of agreement on each is shown in Attachments 2 and 3.

ITS MEANING

4. What does it all mean? Simply stated, there is some agreement among senior Agency information processing analysts, that the Agency would do better if it were to coordinate more systematically all its information system/records management developments; perhaps, through a central staff that would be the vehicle for coordination and the impetus for creating a "common basis for information systems."

~~Administrative - Internal Use Only~~

~~Administrative - Internal Use Only~~

SUBJECT: Comments on Seven Papers Dealing With Information
Handling and Records Management Problem

5. What should we do next? We could each enumerate the functions that a central staff (or whatever) should have, and then compare these functions with those of existing staffs (or whatever). We could set forth ideas on how each directorate might examine its problems with the thought of then trying to determine what coordination would accomplish--a case study so-to-speak. We could ignore the whole issue as too hard to define--and there was some agreement on this point; however I personally hope not, for the time is good to suggest orderly and meaningful change; for, the Agency is in "movement toward increased openness." The issue has been raised if we dismiss it out-of-hand we will likely not see it raised again until when?? Until what decision must be hastily made because those expensive computer dollars are at stake.



STAT

Chief, Systems Analysis Staff, CRS

~~Administrative - Internal Use Only~~

STATINTL

Approved For Release 2003/04/29 : CIA-RDP84-00780R005500110004-8

Approved For Release 2003/04/29 : CIA-RDP84-00780R005500110004-8

~~Administrative - Internal Use Only~~ATTACHMENT 1. Agreement On Basic Concepts

	<u>Concepts</u>	<u>Paper No.</u>							agree- ment
		1	2	3	4	5	6	7	
S	Common basis for information systems	X	X		X	X			4/7
S	Coordinated action plans		X		X	X		X	4/7
S	Directorate planning		X			X			2/7
P	Problem definition needed			X	X		X		3/7
P	Uncoordinated efforts	X			X	X		X	4/7
P	Information needs not well known				X				1/7
P	Technology not used as well as could be				X	X		X	3/7
P	Information processing is not data processing					X			1/7
P	Systems analysts spread thin					X			1/7
S	Need for single central staff					X	X	X	3/7
S	Methods and training required						X		1/7
P	No focal point for guidance				X	X	X	X	4/7
P	Records, per se, cannot be managed					X			1/7

S = Solution related

P = Problem related

~~Administrative - Internal Use Only~~

STATINTL

Approved For Release 2003/04/29 : CIA-RDP84-00780R005500110004-8

Approved For Release 2003/04/29 : CIA-RDP84-00780R005500110004-8

Administrative - Internal Use Only

ATTACHMENT 2. Agreement on Problem-Related Concepts

Agreement No. Agreement %	10	1 20	2 30	3 40	50	4 60	70
1. Systems efforts are <u>not</u> coordinated		X	X	X		X	
2. There is <u>no</u> central point for systems guidance		X	X			X	
3. There is no operational problem definition		X	X	X			
4. Technology is <u>not</u> used as well as could be		X	X	X			
5. Information needs are not well known		X					
6. Difference between information and data processing not well understood		X					
7. Systems analysts are spread too thin		X					
8. Records, per se, can't be managed		X					

Administrative - Internal Use Only

Administrative - Internal Use Only

STATINTL

Approved For Release 2003/04/29 : CIA-RDP84-00780R005500110004-8

Approved For Release 2003/04/29 : CIA-RDP84-00780R005500110004-8

Administrative - Internal Use Only

ATTACHMENT 3. Agreement on Solution Related Concepts

Agreement No. Agreement %	10	1 20	2 30	3 40	50	4 60
1. Create a common basis for information systems planning		X	X	X		X
2. Coordinate all action plans		X	X	X		X
3. Create a single-centered staff/line operation		X	X	X		
4. Perform Directorate planning		X	X			
5. Embark on a training program on records management		X				

Administrative - Internal Use Only

Next 1 Page(s) In Document Exempt

~~Administrative - Internal Use Only~~

18 September 1973

MEMORANDUM FOR: Mr. Wattles, A/DDM&S

SUBJECT : Comments on Seven Papers Dealing
With Information Handling and
Records Management Problem

THE ANALYSIS

1. I have reviewed all seven papers. To help me understand the various points of agreement, I performed a rather simple-minded concept analysis of the seven papers. The results of this analysis are displayed in the attachments and discussed below.

2. This analysis was performed by trying to determine the underlying concepts apparent in each paper. If the concepts of one paper appeared similar to those in another (the words used to represent these concepts may have, of course, been quite different) then a tally mark was made to show this agreement. The attached worksheet (Attachment 1) shows this agreement.

3. The concepts thus compiled, were then categorized as being either problem related (p), or solution related (s). The amount of agreement on each is shown in Attachments 2 and 3.

ITS MEANING

4. What does it all mean? Simply stated, there is some agreement among senior Agency information processing analysts, that the Agency would do better if it were to coordinate more systematically all its information system/records management developments; perhaps, through a central staff that would be the vehicle for coordination and the impetus for creating a "common basis for information systems."

~~Administrative - Internal Use Only~~

Administrative - Internal Use Only

SUBJECT: Comments on Seven Papers Dealing With Information
Handling and Records Management Problem

5. What should we do next? We could each enumerate the functions that a central staff (or whatever) should have, and then compare these functions with those of existing staffs (or whatever). We could set forth ideas on how each directorate might examine its problems with the thought of then trying to determine what coordination would accomplish--a case study so-to-speak. We could ignore the whole issue as too hard to define--and there was some agreement on this point; however I personally hope not, for the time is good to suggest orderly and meaningful change; for, the Agency is in "movement toward increased openness." The issue has been raised if we dismiss it out-of-hand we will likely not see it raised again until when?? Until what decision must be hastily made because those expensive computer dollars are at stake.



STAT

Chief, Systems Analysis Staff, CRS

Administrative - Internal Use Only

ATTACHMENT 1. Agreement On Basic Concepts

	<u>Concepts</u>	<u>Paper No.</u>							agree- ment
		1	2	3	4	5	6	7	
S	Common basis for information systems	X	X		X	X			4/7
S	Coordinated action plans		X		X	X		X	4/7
S	Directorate planning		X			X			2/7
P	Problem definition needed			X	X		X		3/7
P	Uncoordinated efforts	X			X	X		X	4/7
P	Information needs not well known				X				1/7
P	Technology not used as well as could be				X	X		X	3/7
P	Information processing is not data processing					X			1/7
P	Systems analysts spread thin					X			1/7
S	Need for single central staff					X	X	X	3/7
S	Methods and training required						X		1/7
P	No focal point for guidance				X	X	X	X	4/7
P	Records, per se, cannot be managed					X			1/7

S = Solution related

P = Problem related

Administrative - Internal Use Only

ATTACHMENT 2. Agreement on Problem-Related Concepts

Agreement No. Agreement %	10	1 20	2 30	3 40	50	4 60	70
1. Systems efforts are <u>not</u> coordinated		X	X	X		X	
2. There is <u>no</u> central point for systems guidance		X	X			X	
3. There is no operational problem definition		X	X	X			
4. Technology is <u>not</u> used as well as could be		X	X	X			
5. Information needs are not well known		X					
6. Difference between information and data processing not well understood		X					
7. Systems analysts are spread too thin		X					
8. Records, per se, can't be managed		X					

Administrative - Internal Use Only

ATTACHMENT 3. Agreement on Solution Related Concepts

Agreement No. Agreement %	10	1 20	2 30	3 40	50	4 60
1. Create a common basis for information systems planning		X	X	X		X
2. Coordinate all action plans		X	X	X		X
3. Create a single-centered staff/line operation		X	X	X		
4. Perform Directorate planning		X	X			
5. Embark on a training program on records management		X				

Administrative - Internal Use Only